

EMERGENCY SERVICES DIVISION

Procedure No. EP-SOP-5.1

PROCEDURE

Revision No. 0

BROOKHAVEN NATIONAL LABORATORY**PAGE 1 OF 6****Procedure Title: Declaration and Notifications of Operational Emergencies**

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<http://www.bnl.gov/emergencyservices/ep/EP%20Procedures/EP-SOP%20list.htm>

1.0 PURPOSE

- 1.1** The purpose of this procedure is to provide guidance and assign responsibilities for declaration and classification of operational emergencies, and to detail the process for initial and follow-up notification to outside agencies of an operational emergency at BNL.
- 1.2** The procedure applies only to operational emergencies as defined below and to initial and follow-up notification as required by [DOE Order 151.1B](#).

2.0 RESPONSIBILITIES

As per the Procedure Section 6.0.

3.0 DEFINITIONS/ACRONYMS

- 3.1 Alert:** An Operational Emergency that involves actual or potential substantial degradation in the level of control of hazardous materials.
- 3.2 Central Alarm System (CAS):** Central Alarm System, located in Building 50, Safeguards and Security Division
- 3.3 Crisis Manager (CM):** A senior manager who interacts with the IC and external entities such as government officials and the media.
- 3.4 Emergency Classes (See Chapter V of [DOE Order 151.1B](#)):**
- 3.4.1** Operational Emergency: An unplanned event involving significant degradation of safety and time-urgent response from outside the immediate facility or area of the event.
- 3.4.2** Alert: An Operational Emergency that involves actual or potential

PREPARED BY: F. Marotta	REVIEWED BY: J. Searing	APPROVED BY: A. Mc Nerney
_____ EM Division Manager	_____ Group Leader	_____ F&O Assistant Laboratory Director
_____ Filing Code: EP54SR.04	_____ L. Butera	_____ EFFECTIVE DATE: 2/6/04
	_____ SE Division Manager	_____ REVIEW CYCLE: 3 Years

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substantial degradation in the level of control of hazardous materials.

3.4.3 Site Area Emergency: An Operational Emergency that involves actual or potential major failure of functions necessary for the protection of workers or the public.

3.5 Emergency Operation Center (EOC): Building from which support and coordination with off-site organizations is performed. Main = Bldg. 599
Alternate = Suffolk County EOC.

3.6 DOE/EOC: Department of Energy/Emergency Operations Center (Washington D.C.)

3.7 Incident Commander (IC): The fire or police officer who is in charge of the scene at an emergency. The IC may also be another person as the nature and urgency of the emergency changes.

3.8 Local Emergency Coordinator (LEC): An individual assigned by department or division management responsible for emergency planning within a building.

3.9 OSHA Events: Site Area Emergencies, which involve uncontrolled releases of hazardous substances, which require immediate response to prevent death or serious injury, are also referred to as OSHA Events. OSHA events are covered by 29CFR 1910.120(q), which establishes a set of requirements for the staff providing response to the spill scene; this includes the Emergency Services and Safeguards and Security Divisions and the BNL Emergency Response Organization who assist them.

3.10 OPERATIONAL EMERGENCY: Operational Emergencies are unplanned, significant events or conditions that require time-urgent response from outside the immediate/affected site/facility or area of the incident.

3.11 USDA: U.S. Department of Agriculture

4.0 PREREQUISITES

4.1 The conditions of at least one of the Emergency Action Levels (EALs) have been met. EALs can be found at:

[HTTP://WWW.BNL.GOV/EMERGENCYSERVICES/FILES/PDF/EAL.PDF](http://www.bnl.gov/emergencyservices/files/pdf/eal.pdf)

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5.0 PRECAUTIONS

- 5.1** Notification to DOE/BAO, DOE Emergency Operations Center (EOC), New York State and Suffolk County must be made **within 15 minutes** of the declaration of an Alert or Site Area Emergency, or **within 15 minutes** of any change in Operational Emergency status.
- 5.2** Notification to DOE/BAO and DOE Emergency Operations Center (EOC) New York State and Suffolk County must be made **within 30 minutes** of the declaration of an Operational Emergency not otherwise classified as an Alert or Site Area Emergency.
- 5.3** Protection of personnel, mitigation of the incident and protection of property and the environment shall take precedence over the implementation of this procedure.
- 5.4** The procedure steps in **6.0** are to be carried out in addition to any other Division/Department requirements.
- 5.5** Limited releases of hazardous or radiological material may occur requiring protective actions outside the immediate scene and up to 100 feet down wind.

6.0 PROCEDURE

Note: *Transmittal of the information on the Notification of Operational Emergency Form may be made verbally, but shall be followed-up with the transmittal of the form by fax to the required agencies.*

6.1 Declaration of Operational Emergencies

Note: *Operational Events will usually be called in on extension 2222 or 911 by a laboratory employee or guest who may not be familiar with the Laboratory Emergency Plan or it's procedures.*

Note: *Security events will be declared by the Senior Fire Officer at the scene.*

6.1.1 Operational Events (EOC Not Activated)

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- 6.1.1.1** For Security related events the IC shall be the senior Safeguards and Security Division individual on the scene. For all other events, the IC shall be the senior Fire/Rescue Group individual on the scene.
- 6.1.1.2** Upon responding to the event, the IC shall assess the severity of the event and determine if the event constitutes an Operational Emergency in accordance with the EAL's or, if it is a Security Event, the IC will confer with the on-duty Fire Officer.
- 6.1.1.3** The on-duty Fire Officer or IC shall:
 - Contact the Police Group Senior Officer on scene, or the CAS operator and inform them that an Operational Emergency exists.
 - Provide the information on EP-SOP-5.1A Notification of Operational Emergency Form. The CAS operator shall record the information on the form.
 - Direct that notification be made in accordance with this procedure.

6.1.2 Operational Events (EOC Activated)

Note: *For events, which occur subsequent to the activation of the EOC, it is assumed that one or more of the following conditions exist:*

- *A higher class of Operational Emergency caused by the same initiating condition above.*
- *An Operational Emergency caused by another set of initiating conditions specified in <http://www.bnl.gov/emergencyservices/files/pdf/eal.pdf>*

- 6.1.2.1** The Facility Manager shall confer with the CM regarding the severity of the event.
- 6.1.2.2** The CM shall reclassify or declare another Operational Emergency.
- 6.1.2.3** The CM shall direct that notification be made to offsite agencies, in accordance with **6.2** Notifications of Operational Emergencies.

6.2 Notifications of Operational Emergencies

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6.2.1 The Incident Commander (IC) or designee shall provide the information in Attachment EP-SOP-5.1A, "Notification of An Operational Emergency" to the Police Group (CAS Operator).

6.2.2 The CAS Operator shall transmit Attachment EP-SOP-5.1A, "Notification of an Operational Emergency" form via FAX in accordance with EP-SOP-5.1B, "Fax Operation During an Operational Emergency" to the agencies listed.

6.3 Following the declaration of an Operational Emergency, the IC should prepare to receive telephone calls from the agencies listed on Attachment EP-SOP-5.1B.

6.4 The IC may also notify the following additional agencies of emergency status:

- National Weather Services at BNL (924-0593)
- USDA Suffolk County Emergency Board (727-2732)

7.0 IMPLEMENTATION AND TRAINING

7.1 This procedure is implemented by posting it to the Emergency Services Division Web Pages.

7.2 Initial training on this procedure is classroom style training.

7.3 Training on changes to this procedure will be conducted via email notification to affected employees.

8.0 REFERENCES

8.1 [DOE Order 151.1B](#), "Comprehensive Emergency Management System"

8.2 [DOE Order 231.1A](#), "Environment, Safety, and Health Reporting"

8.3 BNL Emergency Plan

8.4 [Occurrence Reporting and Processing System \(ORPS\)](#) subject area on SBMS.

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9.0 ATTACHMENTS

9.1 EP-SOP-5.1A, "Notification of an Operational Emergency"

9.2 EP-SOP-5.1B, "Fax Operation During an Operational Emergency"